

The Use of Wikis in the Kenosha Unified School District

Wiki definition

A wiki is a website which enables documents to be written collaboratively in a simple mark-up language using a web browser. The defining characteristic of wiki technology is the ease with which pages can be created and updated. Most wikis are open to the general public for them to make amendments or contributions.

(Definition from Wikipedia)

KUSD Wiki Access

Access to Wikis in the Kenosha Unified School District is for instructional purposes only. This includes communication, collaboration, and curriculum activities among students, teachers, administrators, and parents. Please note the following:

- WIKI's are blocked by the district as a whole. To create a wiki for specific classroom use, you may select one of the following supported sites:

Wikispaces:

Create a Wikispaces account at www.wikispaces.com

Request a free-for-education, private wiki at
<http://www.wikispaces.com/site/for/teachers>

PBwiki: www.pbwiki.com

- **The wiki site you create may not be accessible to the general public.** As a classroom teacher, you are the administrator of the wiki. You and you alone must determine users that will contribute to or view the site.
- Access to the site must be password protected.
- Any external links originating from your wiki are still subject to KUSD filtering process and policies. However, you may request that sites be reviewed and unblocked.

KUSD Wiki Content

- Original, user-created content is preferred. If content from other sources is included, its use must adhere to all [copyright rules and regulations](http://www.kUSD.edu/departments/instructional_technology/copyright_resources.html) (http://www.kUSD.edu/departments/instructional_technology/copyright_resources.html) and cited properly according to APA or MLA guidelines.
- Do not post content that is unlawful, harassing, defamatory, abusive, threatening, harmful, obscene, profane, or offensive.
- Do not post personal information for staff or students.
- Keep content relevant.
- No advertising or promotion of products or services is allowed.
- Published e-mail addresses are restricted to KUSD addresses for staff members or to a generic classroom e-mail address.

Naming the Wiki and Student User Names

It is **strongly recommended** that a wiki created for any school purpose be named so that it identifies the school district, the school, and the teachers. For example, a Mr. Doe's wiki for his class at Very Fine School would look like this: KUSDVeryFineDoe. If Mr. Doe has multiple wikis, like wikis for two classes and another for an extracurricular activity, his wiki names would look like this: KUSDVeryFineDoeMath1, KUSDVeryFineDoeClass2, and KUSDVeryFineDoePhotoclub.

It is also **strongly recommended** that student usernames do not contain the student's ID number nor their first and last names in full. In other words, students should not be easily identified by their login name.

Student Safeguards

Section 3, Student Safeguards, of KUSD Board Policy, "Web Page Publication," stipulates the following about what can and cannot

be published about students.

- a. No personal information about a student may be included on Web pages published on the District Web site. This includes home telephone numbers and addresses as well as information regarding the specific location of any student at any given time, other than attendance at a particular school or participation in activities. This includes full names of other family members, or full names of friends.
- b. Student work may be signed with the student's first name and initial of their last name or just their initials. No pictures may identify students by name unless permission is given in writing by a parent/guardian.
- c. Individuals in pictures, movies or sound recordings that are put on the Internet may not be identified. No last names may appear in reference to individuals in any written work, image, movie or sound recording placed on the Web.
- d. Published e-mail addresses are restricted to staff members or to a generic classroom e-mail address where arriving e-mail is forwarded to students by a staff member.

KUSD Wiki Guidelines adopted May 28, 2009.